

Lee County Position Announcement

Position: Part Time Library Assistant I

Department: Library

Rate of Pay: \$11.00/Hour

Description of Work:

Lee County is seeking qualified applicants for Part-Time Library Assistant I. Required availability during weekday afternoon/evenings and Saturdays. Total hours will range from 6 to 12 hours per week. Essential functions include: Meet the library's customer service standards in all interactions with the public and staff; Performs circulation desk duties including but not limited to answering phones, assisting patrons, creating library card accounts, checking in and out materials, placing holds, collecting fines; Assists patrons with faxes, copies, retrieves prints and performs basic computer support as requested; Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching; Answers directional questions and refers patrons to appropriate personnel; Fulfills material requests for other NC Cardinal Libraries; Checks in deliveries of interlibrary loan materials; Maintain public safety and security by enforcing the library's code of conduct; Shelves, shelf reads and keeps the library organized and user-friendly including maintaining library exhibits and displays as requested; Guides pages, volunteers and interns as directed by supervisor.

Minimum Education and Experience:

Requires graduation from high school, with experience using personal computers and internet; or an equivalent combination of experience and training. Rate of pay is \$11.00 per hour. Applications should be obtained from and returned to Lee County Human Resources Department, PO Box 1968/408 Summit Drive, Sanford, NC 27330. **This position will remain open until filled.**

Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.**